

Introduction

This application kit provides program and application guidelines for **2005 Residential Substance Abuse Treatment for State Prisoners (RSAT)** formula grant funds managed by the Utah Commission on Criminal and Juvenile Justice (UCCJJ).

The purpose of the RSAT Grant Program is to assist state agencies and units of local government in developing and implementing residential substance abuse treatment programs within state and local correctional and detention facilities in which offenders are incarcerated for a period of time sufficient to permit substance abuse treatment.

This year, only jail-based RSAT programs will be funded.

Only **current** RSAT subgrantees are eligible to apply for 2005 funding. **Carefully review the application guidelines, as there have been some changes to program requirements.**

Program Contact

The UCCJJ Program Contact for the Residential Substance Abuse Treatment for State Prisoners Formula Grant Program is **Susan Burke, 801-538-1921 (phone), 801-538-1024 (Fax), or sburke@utah.gov (e-mail).**

Program Requirements

The residential substance abuse treatment programs supported by the grant must:

- **Jail-based programs must last a minimum of 3 months.**
- **Jail-based RSAT programs are encouraged to have RSAT residents separate from the general population.** The preference is for the residents to be separate from the general population in order to maintain a therapeutic community setting.
- **Focus on the substance abuse problems of the inmate.**
- **Develop the inmate's cognitive, behavioral, social, vocational, and other skills to solve their substance abuse and related problems.**
- **Require urinalysis or other proven reliable forms of testing of individuals in correctional residential substance abuse treatment programs.** Such testing shall include individuals released from residential substance abuse treatment programs who remain in the custody of the state or local government. Programs are required to report annually the number of specimens collected, tests conducted, number of positive tests, and the percent positive.

Preference for Programs that Provide Aftercare Services

- **States are required to give preference to subgrant applicants who will provide aftercare services to program participants.** Aftercare services must involve coordination between the correctional treatment program and other human service and rehabilitation programs, such as education and job training, parole supervision, halfway houses, and self-help and peer group programs that may aid in rehabilitation.
- Corrections treatment programs and state and/or local substance abuse treatment programs are required to work together to place program participants in appropriate community substance abuse treatment when these individuals leave the correctional facility at the end of their sentence. Both agencies should work together to develop an individualized plan for community substance abuse treatment for each offender. Written agreements between correctional and substance abuse treatment agencies are encouraged to facilitate this cooperation.
- Grant and match funds may be utilized only to fund aftercare services that are provided for the offender in a residential correctional or detention facility, after they complete the residential treatment program, and before they are released into the community. Under the governing statute, grant and match funds may not be used for non-residential treatment provided during the aftercare component of the program.

Match Requirement

The Federal share of a grant funded project may not exceed 75% of the total costs of the project. The 25% State or local matching funds must be in the form of a **cash match or in-kind match**. Supplanting is not permitted with grant or matching funds.

Application Instructions

1. Two (2) copies of the completed grant application (one original and one photocopy) must be received at the Utah Commission on Criminal and Juvenile Justice, 101 State Capitol Building, Salt Lake City, Utah, 84114 by **3:00 pm, June 20, 2005**. Applications should be stapled once in the upper left hand corner. Appendices should be attached to **the original application only**.
2. The applications must include the following sections:
 - A. **Cover Sheet/Application for Funds**
Note: The authorized official who is to sign the cover sheet and appendices is a State agency director or a county commissioner. The program director may be a Sheriff, agency director, or their designee.)

B. Program Progress to Date

Provide a description of your program's progress to date. Include the number of clients by gender admitted to the program; the number who successfully completed the residential program; and the percentage that have remained drug-free during the program as well as during the aftercare program. Also include the number of clients that remained arrest-free following release from aftercare.

C. Program Design

1. Program Methodology

Describe your program methodology, to include:

- Describe how you will assess the client's substance abuse problem and need for treatment services, including assessment methodology, forms, instruments, etc.
- Describe where the program will be located, including how you will ensure the program will be provided in residential treatment facilities set apart from the general correctional population; the program's client capacity; and the length of stay in the program.
- Include a description of all activities that will be conducted to implement the program, including how the program will focus on the substance abuse problems of the inmate and how the program will develop the inmate's cognitive, behavioral, social, vocational, and other skills to solve the substance abuse and related problems.
- Outline the number of beds available in your treatment program and the estimated number of offenders who will be provided services during the grant year.
- How program failures are identified and processed.
- Describe how and with which State and/or local substance abuse agencies you will work to place program participants in appropriate community substance abuse treatment. Please attach any written agreement(s) between your agency and the community substance abuse treatment agencies that will ensure and facilitate coordination.

2. Goals, Objectives and Performance Measures

List your program goals and corresponding objectives. Identify how you will gather data and measure program effectiveness. At a minimum, all programs are required to report quarterly on the following data.

- Number of offenders (by gender) admitted to the program
- Number of offenders successfully completing the residential program.
- Number of offenders terminated from the residential program.
- Number of offenders who dropped out of the residential program.
- Average length of stay for those completing the program (in days).
- Number of offenders that successfully completed the aftercare program.
- Number of drug test specimens collected, test conducted, number of positive tests, and percent of positives.

Programs are required to submit an Annual Project-Level Evaluation Report and the end of the project.

3. **Drug Testing Policy and Procedures**
Describe your drug testing policy and procedures for the general inmate population. Explain any difference in testing for RSAT-clients.
4. **Aftercare Services**
Describe your plan for providing aftercare services for inmates who have completed the residential treatment program.
5. **Staffing**
Identify staff members assigned to the RSAT program. List their name (if known), qualifications and percent of time allocated to RSAT. Clearly identify staff members that are funded by RSAT grant funds.

D. Budget and Budget Narrative

Please complete the Budget Summary form, followed by a narrative explaining how funding will be expended in each category. Provide detail on how funding amounts were determined and how they will benefit the grant program.

Allowable Costs: In general, grants under this program may support personnel, training, technical assistance, evaluation, data collection, and equipment costs to provide residential substance abuse treatment for offenders. Grant funds may be used to pay for aftercare services ONLY in a residential setting.

Match Requirements: Subgrants awarded under this formula grant program may support up to 75% of the total cost of each project. The 25% matching funds must be in the form of a cash or an in-kind match. The match amount must be expended within the program period and must not supplant funds currently being made available for grant related activities.

Match may be calculated by multiplying total project costs by 25% (Total cost x .25) or by dividing the Federal funds requested by 3 (Federal funds/3). The following examples outline both methods:

First Method:

\$100,000	Total Project Cost
x .25	25% match requirement
\$ 25,000	Total Match required for the project
\$ 75,000	Federal funds requested from CCJJ
\$ 25,000	Plus matching funds provided by applicant
\$100,000	Total Project Cost

Second Method:

\$ 75,000	Federal funds requested from CCJJ
÷ 3	25% match formula
\$ 25,000	Total Match required for the project
\$ 75,000	Federal funds requested from CCJJ
\$ 25,000	Plus matching funds provided by applicant
\$100,000	Total Project Cost

Supplanting: Grant funds may not be used to replace state or local funds (or, where applicable, funds provided by the Bureau of Indian Affairs) that would, in the absence of Federal aid, be available or forthcoming for programs to provide residential substance abuse treatment for offenders in State and local corrections agencies. Instead, grant funds must be used to increase the total amount of funds used to provide residential treatment services. A grant recipient may not use Federal grant funds to pay for programs that the recipient already is obligated to pay for or has funded. For example, if a grantee, prior to submitting an application, had committed to develop and implement a program to provide residential substance abuse treatment for offenders, the grantee must make those expenditures available, in addition to the expenditures to be supported by this grant.

State, local or other funds currently allocated to provide residential substance abuse treatment services for offenders must remain available for and dedicated to these purposes should a grant under this program be made. Non-Federal funds must remain available for and dedicated to this purpose, with Federal funds awarded under this grant serving as a supplement to those non-Federal funds.

Supplantation will be the subject of application review, post-award monitoring, and audit. Violations can result in a range of penalties, including suspension of future funds under this program, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Restriction on Use of Funds: Grant funds shall not be used for land acquisition or construction projects.

Purchase of American-Made Equipment and Products: It is the sense of the Congress, as conveyed through the FY 1997 Appropriations Act, that to the greatest extent practicable, all equipment and products purchased with grant funds should be American-made.

Suspension or Termination of Funding: The Utah Commission on Criminal and Juvenile Justice may suspend, in whole or in part, terminate funding, or impose other sanctions on a subgrantee for any of the following reasons:

- Failure to substantially comply with the requirements or statutory objectives of 42 U.S.C. §3799 ff -- Residential Substance Abuse Treatment for State Prisoners, program guidelines issued thereunder, or other provisions of Federal law.
- Failure to make satisfactory progress toward the goals or strategies set forth in its application.
- Failure to adhere to grant agreement requirements or special conditions.
- Failure to require urinalysis and/or other forms of alcohol and drug testing of individuals assigned to the residential treatment program.
- Proposing or implementing substantial program changes to the extent that, if originally submitted, the application would not have been funded.
- Failure to submit financial or programmatic reports.
- Filing a false certification in this application or other report or document.
- Other good cause shown.

Prior to the imposition of sanctions, the Commission on Criminal and Juvenile Justice will provide reasonable notice to the grantee of its intent to impose sanctions and will attempt informally to resolve the problem.

E. Appendices - attached only to the original application:

Appendices 1-6	Certified Assurances and Grant Conditions
	Certification Regarding Lobbying (if \$100,000 or more in Federal \$)
	Civil Rights Requirements (50 or more employees & \$25,000 in federal grant funds)
	Audit Requirements
	Certifications Regarding Debarment, Suspension and Other Responsibility Matters
	Drug-Free Workplace Requirements (State Agencies Only)
Appendix 7	Written Agreements for Coordination with State and/or Local Substance Abuse Treatment Programs